Approved For Release 2002/08/15 : CIA-RDP83B00823R000400030045-2
ADMINISTRATIVE-INTERNAL USE ONLY

22 October 1975

MEMORANDUM FOR: Policy & Plans Group

STAT ATTENTION : [redacted]

SUBJECT : MBO Objective OS-D 01-76

REFERENCES : (a) Memo dtd 19 Sep 75, same subject
(b) SSC memo dtd 29 Sep 75, same subject

1. In accordance with milestone two of referenced memorandum (a), the following report is submitted by the Special Security Center.

2. All of the files mentioned in Reference (b) of the Special Security Center are continual working files and not subject to destruction.

Compartmented Information Branch

Category of Record	Must be Kept by Law	Must be Destroyed	Should be Kept	Should be Destroyed
Cables	No	No	1 yr.	after 1 yr.
Cable Logs	No	No	1 yr.	after 1 yr.
General Office Correspondence	No	No	1 yr.	after 1 yr.
General Administrative	No	No	1 yr.	after 1 yr.
Policy Files	No	No	indefinitely	No
Briefing Material	No	No	"	No
Briefing Oaths	No	No	"	No
IBM Support Printouts	No	No	1 month	after 1 mo.
PRIVACY ACT COMPLIANCE Files	Yes	No	5 yrs	after 5 yrs.

STAT

[redacted]

Acting Chief, Special Security Center

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